

11 FEB 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
VIA: Acting Chairman, Safety and Health Committee, OL

FROM: [REDACTED]
Deputy Chief, [REDACTED]

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SUBJECT: [REDACTED] Annual Occupational
Safety and Health Report

REFERENCE: Memo to AC/S&HC/OL fm C/P&PS/SD/OL, dtd 04 Feb 81,
Subj: same (OL 1 0341 (a))

Per reference memorandum, the following is submitted from
the [REDACTED]

a. The [REDACTED] Safety and Health Program has made many in-roads during the past year. Since many of the [REDACTED] operations are labor intensive and the [REDACTED] has many diversified operations, our employees are more vulnerable to the hazards to life and health than other personnel. The implementation of good, sound, safety, and health habits is not only paramount here at [REDACTED] but it is a continual program.

b. Listed below are some of the significant safety and health measures which have been implemented and are ongoing programs [REDACTED]

1. INSPECTION

An occupational Safety and Health Compliance Inspection was performed at [REDACTED] using the recommended "Man and Manager" techniques. Weekly and monthly inspections are conducted on shop tools and equipment, fire extinguishers, storage practices, and storage areas. All supervisors have been made aware of the need for good housekeeping practices and in turn pass this along to the employees. Periodic group Safety meetings are held to improve employees' awareness.

2. TRAINING

Five forklift operation training courses were held during the year 1980. Each class consisted of approximately ten trainees.

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a. [] (basic fire-fighting, protective clothing, and breathing apparatus) classes were held for a total of three days instruction.

b. The [] now has approximately [] persons trained in Cardio-Pulmonary Resuscitation (CPR), and four Robershaw resuscitators have been strategically placed within []

c. Two "Hazardous Chemicals" courses were conducted at the [] and other Supply Division component personnel attending.

3. EMPLOYEE AWARENESS PROGRAMS

a. To help promote Driver and Safety awareness, all full-time agency drivers are members of the National Safety Council (NSC) Driver Award Program. This program at the [] is administered through the Motor Pool Safety Officer, who coordinates with NSC for record keeping procedures and issuing of Safe Driver Awards.

b. Lighted Safety "EXIT" signs have just recently been installed at the [] Fire extinguisher recertification of the 120 fire extinguishers throughout the [] has just been completed.

c. Safety pamphlets and posters supplied by NSC are displayed and made available to all employees.

d. The [] Fire and Evacuation Plan was just updated, and a fire drill was held in October.

4. SAFETY EQUIPMENT AND OTHER ENHANCEMENTS

a. The [] provides goggles, fire shields, shop aprons, helmets, gloves, safety shoes, portable eye-wash kits, and other special apparel for use when handling accident potential chemicals and materials.

b. Maintains constant surveillance of all protective guards and other accident prevention devices on all equipment throughout []

c. Updated the Insta-Pak packaging system with the emphasis on less toxic atmospheres.

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d. Temporarily patched all large holes in the blacktop and swept the loose gravel from the area around []

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e. General Services Administration installed fire curtains during the past year to contain the propagation of fire.

5. PROJECTS BEING PLANNED

a. Setting up a "Safety Shoe" store whereby an employee can obtain safety shoes on-the-spot without the usual time lag for filling orders.

b. At least three more CPR training classes are to be held in the ensuing months.

c. Four more forklift operator training classes are being planned.

d. Films and proper storage procedures are being planned for showing to forklift operators and warehousemen.

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Att: as

